

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <u>U.S. Consulate General Hermosillo</u>	2. Agency Department of State	3a. Position Number 312819 A14-001		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office	Political / Economic Assistant, FSN-1505	FSN-9		
6. Post Title of Position (<i>if different from official title</i>)		7. Name of Employee		
8. Office/Section U.S. Consulate General Hermosillo		a. First Subdivision Political / Economic Section		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position Incumbent will support the Consul General (CG) and Political/Economic (P/E) officer by tracking, analyzing, and producing written reports in English and Spanish on key political, economic, environmental, human rights, scientific, technological, and health issues throughout the two-state consular district. Incumbent will maintain professional contacts with Mexican governmental officials, business representatives, academics, non-government organizations (NGOs), and other persons of note. Incumbent must sustain a high level of knowledge of political and economic realities, represent the section in public forums, serve as planner and liaison for official events, and handle administrative tasks associated with the above.				
14. Major Duties and Responsibilities 60% of Time Maintain a sophisticated knowledge of the politics and economies of the States of Sonora and Sinaloa. Under guidance of P/E officer gain expertise in each state's political scene and write periodic reports analyzing data with in-person interviews. Follow and report on significant political developments, employment, trade, labor issues, transnational criminal organizations, investment climate, intellectual property rights, the environment, mining, agriculture sector, and broader economic climate in both states. Organize and analyze statistical data in all sectors. Brief officers on the background of key government and business contacts and the context of local political and economic issues. Understand the nuances of the bilateral relationship and explain and defend the U.S. position on political and economic issues.				

14. Major Duties and Responsibilities (Continuation)

20% of Time

Serve as planner and liaison for official visits, organize schedules and logistics for all Political/Economic hosted events. Assist the Consul General with VIP visits, organizing schedules, logistics, etc

15% of Time

Handle administrative tasks for Pol/Econ section including travel preparation, voucher processing, service and access requests, maintaining files on new contacts from government, civil society and business.

5% of Time

Represent Consulate General at outside meetings as requested by Consul General and/or Political/Economic Chief.

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency

15. Qualifications Required For Effective Performance

a. Education:

Bachelor's Degree in international relations, economics, political science, literature, or business administration is required.

b. Prior Work Experience:

Two years' work experience in a professional office environment working with reports.

c. Post Entry Training:

Political and Economic training in FSI and Smith training system for driving official vehicles.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level III (Good Working Knowledge) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Spanish is required.

e. Job Knowledge:

Familiarity with national and regional political and economic history and institutions across two States is essential. General knowledge of the bilateral relationship. Detailed knowledge of local, regional, and international environments, political and economic situations, knowledge of state, national, and international key players. After hiring, must become familiar with Mexico Integrated Country Strategy and comply with specific U.S. Government (USG) policies.

f. Skills and Abilities:

Quickly prepare analytical reports in English or Spanish synthesizing written data with first-hand interviews. Strong interpersonal and oral briefing skills. Translate or interpret English to Spanish and Spanish to English. Should have computer skills necessary to conduct online research, make appointments and organize information. Must be able to drive official government passenger vehicle and possess a valid driver's license. Must be able to type 40 words per minute.

16. Position Elements

a. Supervision Received:

Directly supervised by the Political/Econ Officer with frequent instructions from the Consul General. Once trained, expected to work with minimal supervision.

b. Supervision Exercised:

None.

c. Available Guidelines:

Foreign Affairs Manuals, Guidance from Pol/Econ officer

d. Exercise of Judgment:

Must exercise excellent judgment in selecting and completing self-initiated reports, analysis, and determining short and long-term priorities. Excellent judgment is also required in frequent meetings with U.S. and Mexican officials, business community, NGOs, the general public.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Maintains high-level contacts at Mexican State and Municipal offices, the business community, academics, and NGOs. Is primary liaison between CG/PolEcon and the target communities in Sonora and Sinaloa.

g. Time Expected to Reach Full Performance Level:

One year to solidify contacts and carry out all duties.